

FIRST-LEVEL SUPERVISORS

The first-level supervisor is critical to the success of the Safety Program and shall be accountable to the department head. The Supervisor shall be responsible for the safety of each subordinate in the following ways:

- Enforcing all safety rules, policies, and procedures
- **Setting a good example by following safe work practices**
- **Training employees in safe work practices**
- Obtaining necessary training so supervisor can meet department needs
- Maintaining employee awareness of and interest in safety
- Ensuring employees have the appropriate personal protective equipment (PPE) for the task and conditions present or that are likely to occur and ensuring that employees use their PPE
- Inspecting buildings, offices, work sites and equipment for hazards, completing inspection reports, and notifying General Services, Building Maintenance section of needed repair *(Jan 2012)*
- Reporting to the department head any unsafe or potential condition requiring corrective action which cannot immediately be performed by supervisor
- Reporting to department head, for evaluation by the Director of Human Resources, any employee who by observation may not be physically capable of performing their job
- Ensuring prompt reporting and thorough investigation of all accidents
- Identifying and implementing corrective actions
- Ensuring that first aid or prompt medical care is available to injured employees.